

# *Agenda*

**REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES TO BE HELD TUESDAY, DECEMBER 15, 2020 AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS (VIA ZOOM)**

\* \* \* \* \*

*Disclaimer: While the Township meeting is open to the public and public comments are welcomed, in light of concerns related to the spread of Coronavirus Disease (COVID-19), the meeting will be streaming live online and can be found on the Zoom Link platform below and the Township very strongly encourages residents and participants to submit written comments to the Township Clerk prior to the meeting if they wish to participate at the meeting. Persons will be allowed to make in-person comments if they desire to do so, however individuals will be brought into the meeting room one at a time and all federal, state and local protocols currently in place to alleviate the spread of COVID-19, including social distancing requirements, including the wearing of masks, will be observed. Thank you for understanding this temporary change in procedure for the health, safety and welfare of our residents.*

You are invited to a Zoom webinar.  
 When: Dec 15, 2020 06:00 PM Central Time (US and Canada)  
 Topic: Zion Township December 15, 2020 Board Meeting

Please click the link below to join the webinar:

<https://zoom.us/j/94975222416>

Or iPhone one-tap :

US: +13126266799,,94975222416# or +13017158592,,94975222416#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 301 715 8592 or +1 646 876 9923 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833

Webinar ID: 949 7522 2416

International numbers available: <https://zoom.us/u/adOvGsKvlf>

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1. Call to order
2. Roll call
3. Pledge of Allegiance to the Flag
4. Agenda Changes
5. Approval of Minutes of a Regular Meeting via Zoom held on November 17, 2020 at 6:00 p.m.
6. Citizen Comments

7. Authorize bills for payment

**Township Fund**

Assessor's Office	\$13,171.53	
Community Support	\$1,187.93	
Youth Services	\$0.00	
Senior Services	\$646.01	
Operating Expenses	\$31,252.73	
<b>Township Fund Total Expenses</b>		\$46,258.20

**General Assistance Fund**

Public Support	\$29,023.10	
Operating Expenses	\$16,242.84	\$45,265.94
<b>General Assistance Fund Total Expenses</b>		

**FICA Total Expenses** \$2,722.26

**IMRF Total Expenses** \$3,428.47

**TOTAL Bills:** \$97,674.87

8. Consider passing Ordinance, levying taxes for all town purposes for Zion Township, Lake County, Illinois, for the tax year 2020, collectible in 2021 per Chairman Neal
9. Consider approval of purchase of new heating unit in the Assessor's Office per Assessor Davis
10. Consider approval of annual Township calendar (2021)
11. Assessor's Report
12. Supervisor's Report/Announcements
13. Adjourn

**MINUTES OF A REGULAR MEETING OF THE ZION TOWN BOARD OF TRUSTEES HELD ON TUESDAY, NOVEMBER 17, 2020, AT 6:00 P.M. VIA ZOOM <https://zoom.us/j/92192508204>.**

Chairman Neal called the meeting to order at 6:08pm.

On call of the roll the following answered present: McDowell, Fischer, Frierson and Chairman Neal. A quorum was present. Trustee Holmes joined the meeting at 6:08pm. Assessor Davis was also present.

Chairman Neal led in the Pledge of Allegiance to the Flag.

**AGENDA CHANGES**

It was moved by Trustee Frierson and seconded by Trustee Fischer to accept the Township meeting agenda as presented. The vote on roll call was: Trustees McDowell, aye; Fischer, aye; Frierson, aye; and Chairman Neal, aye. Motion carried.

**APPROVAL OF MEETING MINUTES**

It was moved by Trustee McDowell and seconded by Trustee Frierson to approve the meeting minutes from the regular township meeting held on October 20, 2020 as presented. Approved by omnibus vote as follows: Trustees McDowell, aye; Fischer, aye; Frierson, aye; and Chairman Neal, aye. Motion carried.

**CITIZENS COMMENTS**

Kathy Champine asked where was the agenda posted for this meeting. Chairman Neal stated that it was posted on the Township's Facebook page.

**BILLS**

It was moved by Trustee Fisher and seconded by Trustee Frierson that bills be authorized for payment as follows:

**Township Fund**

Assessor's Office	\$22,167.86	
Community Support	\$2,537.18	
Youth Services	\$0.00	
Senior Services	\$1,229.92	
Operating Expenses	\$35,123.08	
<b>Township Fund Total Expenses</b>		<b>\$61,058.04</b>

**General Assistance Fund**

Public Support	\$32,709.95	
Operating Expenses	\$19,780.71	\$52,490.66
<b>General Assistance Fund Total Expenses</b>		

**FICA Total Expenses** \$2,805.24

**IMRF Total Expenses** \$3,707.27

**TOTAL Bills:     \$120,061.21**

The vote on roll call was: Trustees McDowell, aye; Fischer, aye; Frierson, aye; and Chairman Neal, aye. Motion carried.

**ASSESSOR'S REPORT**

- All appeals are completed for the year.
- New sales data and completed permit statuses are being received to keep up with the most accurate information for research and reports when assessing values.
- Met with CoStar representatives ensure Assessor we have most recent sales data.
- Purged excess furniture, pictures and equipment.
- Procedure manual is in progress.
- Workout a paperless process with the building department for the permit received.
- Assessor owns a 1999 Chevy Malibu currently in the City Yard that has been sitting for a few years. A decision is still pending.
- Chief County Assessment office is now closed due to multiple confirmed cases of COVID-19.

**SUPERVISOR'S REPORT/ANNOUNCEMENTS**

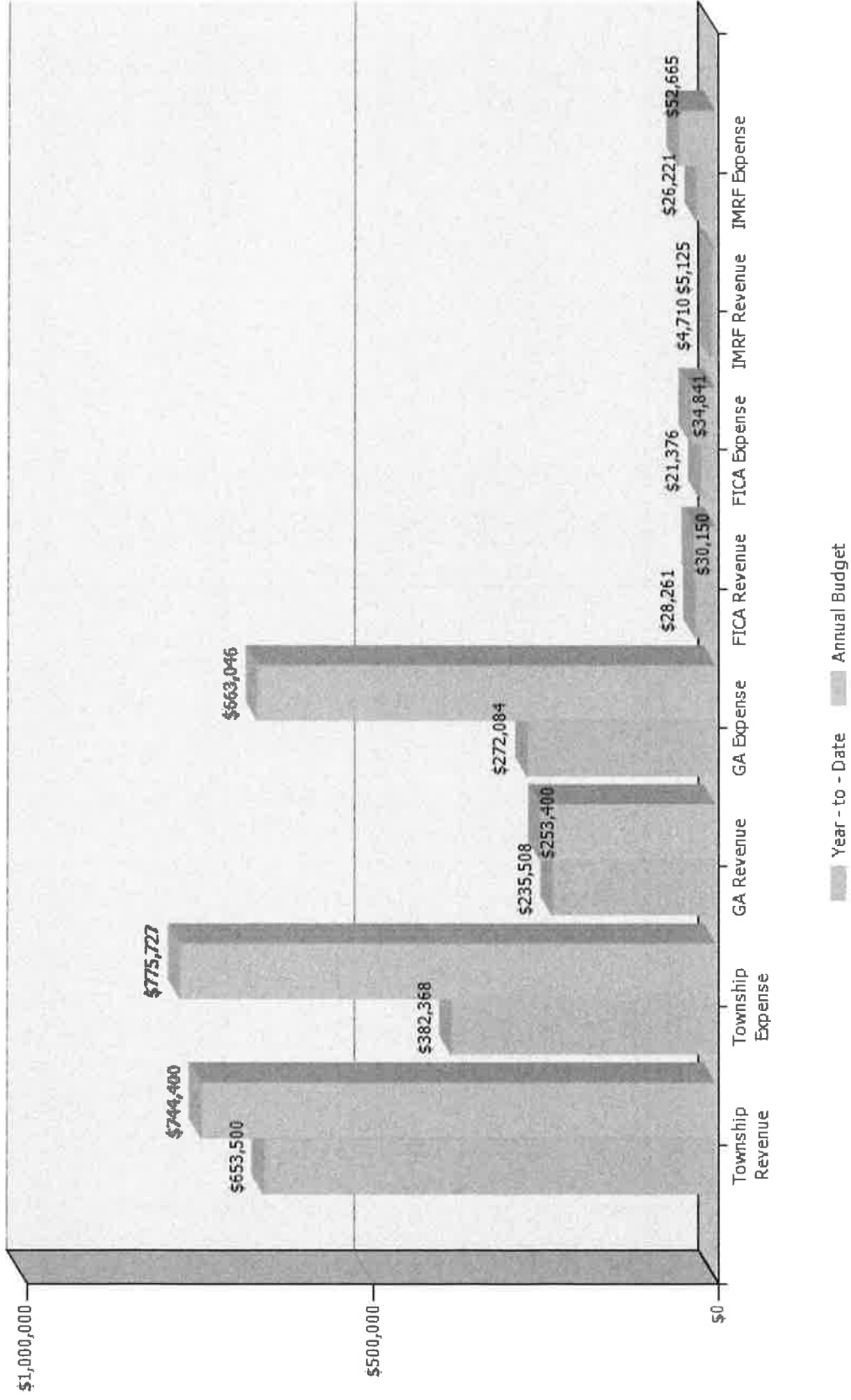
- Monthly report from October 2020.
- We had 64 screening completed with residents referring them to appropriate programs. We submitted 19 complete CHRP applications with 8 more in process. 19 applications were approved totaling \$23,780. Disaster Relief Program approved 8 applications. 3 applications were submitted to Mother's Trust Fund, 10 Benefit Access applications were processed. 3 families were approved for Emergency Assistance and we have 18 current General Assistance participants.
- The Zion Township postcard that was sent out to inform residents of available resources made a huge impact. Our normal call load is 35 calls per day. We had 75 calls both Monday & Tuesday. The cost to send 11,304 postcards was \$3,335.72. That equates to 29.5 cent per postcard.
- Elf Network list is full. 50 families have signed up. We are keeping a waiting list in case we are able to serve more families.
- ZB Quarterly will be mailed out the first week of December 2020.
- Zion Township is open to assist residents. All calls & emails are being answered and residents are being assisted during normal business hours.
- All Township offices will be closed Thursday, November 26 and Friday, November 27, 2020.
- We are looking to increase the Disaster Relief Fund by as much as \$5,000 to assist families who do not qualify for Emergency Assistance. We have enough funding under Community Support that will be reallocated.
- At the December meeting we will be hosting a public hearing and presenting the Levy recommendation.

**ADJOURN**

There being no further business to come before the Board at this time, it was moved by Trustee Frierson and seconded by Trustee McDowell, and unanimously approved the meeting be adjourned at 6:17 p.m. Motion carried.

\_\_\_\_\_  
Recording Secretary

**Zion Township  
Revenue & Expense  
Actual vs. Budget  
For the 7 Months Ended November 30, 2020**



**Zion Township  
Income Statement  
Summary Actual vs. Budget  
As of November 30, 2020**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Remaining Budget</u>
<b>Township Fund</b>					
<b>Revenues</b>	\$ 37,195.55	\$ 653,500.24	\$ 744,400.00	\$ 90,899.76	12.21%
<b>Operating Expenses</b>					
Personnel	24,770.05	170,896.40	310,973.00	140,076.60	45.04%
Contractual Services	5,399.22	44,529.75	100,017.00	55,487.25	55.48%
Other Operating Expenses	1,083.46	20,057.20	45,974.00	25,916.80	56.37%
Capital Outlay	0.00	6,648.75	57,708.00	51,059.25	88.48%
<b>Total Operating Expenses</b>	<u>31,252.73</u>	<u>242,132.10</u>	<u>514,672.00</u>	<u>272,539.90</u>	<u>52.95%</u>
<b>Community Support</b>	1,187.93	16,734.60	23,000.00	6,265.40	27.24%
<b>Youth Services:</b>					
<b>Total Youth Services</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
<b>Senior Services:</b>					
Senior Meals	48.59	48.59	3,300.00	3,251.41	98.53%
Senior Transportation	597.42	4,719.52	17,500.00	12,780.48	73.03%
Senior Support	0.00	267.50	5,750.00	5,482.50	95.35%
<b>Total Senior Services</b>	<u>646.01</u>	<u>5,035.61</u>	<u>26,550.00</u>	<u>21,514.39</u>	<u>81.03%</u>
<b>Assessor's Office:</b>					
Personnel	11,623.17	96,389.55	180,160.00	83,770.45	46.50%
Contractual Services	2,000.00	10,596.42	15,060.00	4,463.58	29.64%
Other Operating Expenses	(451.64)	11,479.97	16,285.00	4,805.03	29.51%
<b>Total Assessor's Office</b>	<u>13,171.53</u>	<u>118,465.94</u>	<u>211,505.00</u>	<u>93,039.06</u>	<u>43.99%</u>
<b>Total Expenses</b>	<u>46,258.20</u>	<u>382,368.25</u>	<u>775,727.00</u>	<u>393,358.75</u>	<u>50.71%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (9,062.65)</u>	<u>\$ 271,131.99</u>	<u>\$ (31,327.00)</u>	<u>\$ (302,458.99)</u>	
<b>General Assistance Fund</b>					
<b>Revenues</b>	\$ 10,315.88	\$ 235,508.03	\$ 253,400.00	\$ 17,891.97	7.06%
<b>Expenses</b>					
Personnel	14,277.05	104,598.17	203,970.00	99,371.83	48.72%
Contractual Services	1,318.97	16,401.78	29,071.00	12,669.22	43.58%
Other Operating Expenses	646.82	11,146.18	22,055.00	10,908.82	49.46%
Public Support	29,023.10	139,938.06	407,950.00	268,011.94	65.70%
<b>Total Expenses</b>	<u>45,265.94</u>	<u>272,084.19</u>	<u>663,046.00</u>	<u>390,961.81</u>	<u>58.96%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (34,950.06)</u>	<u>\$ (36,576.16)</u>	<u>\$ (409,646.00)</u>	<u>\$ (373,069.84)</u>	
<b>FICA Fund</b>					
<b>Revenues</b>	\$ 1,237.91	\$ 28,260.97	\$ 30,150.00	\$ 1,889.03	6.27%
<b>Expenses</b>	<u>2,722.26</u>	<u>21,375.53</u>	<u>34,841.00</u>	<u>13,465.47</u>	<u>38.65%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (1,484.35)</u>	<u>\$ 6,885.44</u>	<u>\$ (4,691.00)</u>	<u>\$ (11,576.44)</u>	
<b>IMRF Fund</b>					
<b>Revenues</b>	\$ 206.32	\$ 4,710.15	\$ 5,125.00	\$ 414.85	8.09%
<b>Expenses</b>	<u>3,428.47</u>	<u>26,221.37</u>	<u>52,665.00</u>	<u>26,443.63</u>	<u>50.21%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (3,222.15)</u>	<u>\$ (21,511.22)</u>	<u>\$ (47,540.00)</u>	<u>\$ (26,028.78)</u>	

**Zion Township**  
**Statement of Cash Receipts, Disbursements and Changes in Fund Balance**  
**Governmental Funds**  
**For the 7 Months Ended November 30, 2020**

	<u>General Fund</u>	<u>General Assistance Fund</u>	<u>IMRF Fund</u>	<u>FICA Fund</u>	<u>Total Governmental Funds</u>
<b>Cash Receipts</b>					
Property Tax	\$ 607,419.90	\$ 235,434.07	\$ 4,708.68	\$ 28,252.09	875,814.74
Replacement Tax	36,710.04	0.00	0.00	0.00	36,710.04
Interest Income	190.82	73.96	1.47	8.88	275.13
Miscellaneous Income	9,179.48	0.00	0.00	0.00	9,179.48
<b>Total Receipts</b>	<u>653,500.24</u>	<u>235,508.03</u>	<u>4,710.15</u>	<u>28,260.97</u>	<u>921,979.39</u>
<b>Cash Disbursements</b>					
General Government	353,949.29	0.00	26,221.37	21,375.53	401,546.19
Public Assistance	0.00	272,084.19	0.00	0.00	272,084.19
Community Services	21,770.21	0.00	0.00	0.00	21,770.21
Debt Service	0.00	0.00	0.00	0.00	0.00
Principal	0.00	0.00	0.00	0.00	0.00
Interest	6,648.75	0.00	0.00	0.00	6,648.75
<b>Total Disbursements</b>	<u>382,368.25</u>	<u>272,084.19</u>	<u>26,221.37</u>	<u>21,375.53</u>	<u>702,049.34</u>
<b>Excess Revenues less Expenses</b>	271,131.99	(36,576.16)	(21,511.22)	6,885.44	219,930.05
Fund Balance - Beginning Balance	<u>617,571.79</u>	<u>248,905.12</u>	<u>90,919.77</u>	<u>29,359.15</u>	<u>986,755.83</u>
Fund Balance - Ending Balance	<u>888,703.78</u>	<u>212,328.96</u>	<u>69,408.55</u>	<u>36,244.59</u>	<u>1,206,685.88</u>



**TAX LEVY ORDINANCE  
ZION TOWNSHIP  
ORDINANCE NO. 2020**

An ordinance levying taxes for all town purposes for ZION TOWNSHIP, LAKE COUNTY, ILLINOIS, for the tax year 2020, collectible in 2021.

BE IT ORDAINED by the Board of Trustees of Zion Township, Lake County, Illinois, as follows:

SECTION 1: That the sum of Nine Hundred, Fifty-Five Thousand Dollars (\$955,000)

are hereby levied upon all property subject to taxation within the Township as that property is assessed and equalized, in order to meet and defray all the necessary expenses and liabilities of the Township as required by statute or voted by the people in accordance with the law, for such purposes as:

Corporate Town Fund

Social Security Fund

Illinois Mutual Retirement Fund

General Assistance Fund

for the year 2020.

SECTION 2: That the amount levied for each object and purpose shall be as follows:

**CORPORATE TOWN FUND**

**430,195.00**

**ADMINISTRATION**

Elected Officials Salary	150,000
Personnel and Benefits	100,000
Contractual Services	50,000
Operating Expenses	33,414
Capital Outlay	49,000

**TOTAL ADMINISTRATION:** 382,414

**FUNDED COMMUNITY PROGRAMS**

Community Support	7,181
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**TOTAL COMMUNITY OUTREACH:** 7,181

**YOUTH SERVICES**

Personnel	8,050
Summer Work Program Operating Expense	8,000
Other Expenditures	3,300

**TOTAL YOUTH SERVICES:** 19,350

**SENIOR SERVICES**

Senior Meals	3,300
Senior Transportation	15,300
Senior Support	2,650

**TOTAL SENIOR SERVICES:** 21,250

**ASSESSOR**

Personnel	137,860
Contractual Services	14,060
Operating Expenses	17,885

**TOTAL ASSESSOR:** 169,805

**TOTAL CORPORATE TOWN FUND:** 600,000

REF: General Corporate Tax 60 ILCS 1/235-10

**SOCIAL SECURITY FUND**

36,000.00

Personnel

36,000

**TOTAL SOCIAL SECURITY FUND:**

36,000

REF: Social Security Tax 40 ILCS 5/21-110 & 110.1

**ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)**

24,000.00

Personnel

24,000

**TOTAL IMRF FUND:**

24,000

REF: IMRF Tax 40 ILCS 5/7-171

**GENERAL ASSISTANCE FUND**

250,000.00

**ADMINISTRATION**

Personnel

80,850

Contractual Services

48,720

Operating Expenses

22,350

**TOTAL ADMINISTRATION:**

151,920

**GENERAL ASSISTANCE**

Public Assistance

134,580

**TOTAL GENERAL ASSISTANCE:**

134,580

**COMMUNITY OUTSOURCING**

Contracted Services

8,500

**TOTAL COMMUNITY OUTSOURCING:**

8,500

**TOTAL GENERAL ASSISTANCE FUND:**

295,000

REF: Public Assistance Tax 60 ILCS 1/235-20

**TAX LEVY SUMMARY**

<b>Corporate Town Tax</b>	<b>600,000</b>
<b>Illinois Municipal Retirement Tax</b>	<b>24,000</b>
<b>Social Security Tax</b>	<b>36,000</b>
<b>General Assistance Tax</b>	<b><u>295,000</u></b>
<b>TOTAL TAXES LEVIED:</b>	<b><u><u>955,000</u></u></b>

SECTION 3: That the Town Clerk shall make and file with the County Clerk of said County of Lake, on or before the last Tuesday of December, a duly certified copy of this ordinance.

SECTION 4: That if any section, subdivision, or sentence of this ordinance shall for any reason be held invalid or to be unconstitutional, such finding shall not affect the validity of the remaining portion of this ordinance.

SECTION 5: That this ordinance shall be in full force and effect after its adoption, as provided by law.

ADOPTED this 15th day of December 2020, pursuant to a roll call vote by the Board of Trustees of Zion Township, Lake County, Illinois.

<u>BOARD OF TRUSTEES</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
<b>Chairman, Cheri L. Neal</b>	_____	_____	_____
<b>Trustee Christopher Fischer</b>	_____	_____	_____
<b>Trustee Mike McDowell</b>	_____	_____	_____
<b>Trustee Jacqueline Holmes</b>	_____	_____	_____
<b>Trustee Richard Frierson</b>	_____	_____	_____
Town Clerk <b>Sheryl Spooner</b>	Chariman <b>Cheri L. Neal</b>		

**Town of Zion**

**County of Lake**

**CERTIFICATION OF TAX LEVY ORDINANCE**

**ZION TOWNSHIP**

The undersigned, duly elected, qualified and acting Clerk of Zion Township, Lake County, Illinois does hereby certify that the attached hereto is a true and correct copy of the Tax Levy Ordinance, of said Township for the tax year 2020, as adopted the 15th day of December 2020.

This certification is made and filed pursuant to the requirements of (60 ILCS 1/75-20) and on behalf of Zion Township, Lake County, Illinois.

This certification must be filed by the last Tuesday in December.

Date this \_\_ day of \_\_\_\_\_, 2020

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Town Clerk

Filed this \_\_ day of \_\_\_\_\_, 2020

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County Clerk

# **TOWNSHIP OF ZION** **NOTICE OF MEETINGS**

## **2021 SCHEDULE FOR ZION TOWNSHIP BOARD MEETINGS**

Regular Town Board of Trustee meetings are held in the Zion City Hall Council Chambers, 2828 Sheridan Road, Zion, IL at 6:00 P.M. on the third Tuesday of each month.

January 19

February 16

March 16

April 22

May 18

June 15

July 20

August 17

September 21

October 19

November 16

December 21

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### **Annual Township Meeting**

April 13, 2021 at 6:00 P.M.

### **Public Hearing on Township Budget**

May 18, 2021 at 6:00 P.M.

Sheryl A. Spooner  
Town Clerk

## Assessor Monthly Report

- We are now sending a welcome letter to new homeowner residents which includes information about exemptions, how to contact us and what the Township offers.
- We had our Annual Assessor Meeting on Wednesday. We are still operating under the COVID guidelines and not open to the public yet. However, our office is assisting via email or phone calls. A lot of good information was shared on the upcoming classes and annual conference for Assessors.
- The Senior Exemptions will not roll over as was done this year. We will resume the normal process going forward.
- We are working through some IT challenges as we continue to upgrade our systems. This has become a cost factor as we work to make sure all systems are linked properly and compatible.
- We are starting a new project to update the photos of all homes in Zion. This will be an ongoing project to be completed on or before the quadrennial year. We are in the process of purchasing transferable magnets for our vehicles to identify us when out in the field along with our ID badges. This is the beginning of a deep dive we are taking to make sure we have the most recent data for all properties.
- The heating unit that covers our office needs to be replaced. The cost to replace it is \$10,000. We will share the cost with the City.
- **STATUS UPDATE?** -- It has been brought to my attention that the Assessor's office has ownership of a 1999 Chevrolet Malibu. It is currently in the city yard awaiting decision of what should be done with it. (Scrap or Sell). It has been sitting for a few years. The title is in the Assessor's office pending decision. (Apparently it



was previously owned by the city, Assessor purchased for use and it is no longer working. Jeff is contact 847-746-4053)

# Zion Township Updates – 12/15/20

*Mission: We lead. We empower. We advocate. We connect residents to resources, services and solutions.*

*Vision: We make Zion better.*

*Core Values: Humility ~ Encouragement ~ Appreciation ~ Reverence ~ Tenacity*

## ZION TOWNSHIP UPDATES

- Monthly Report Attached.
- We had 53 screenings completed w/ residents, referring them to the appropriate programs. We submitted 11 complete CHRP applications with 4 more in process with the grant we received from Lake County for funds to assist residents. 10 applications were approved totaling \$17,680. Other services provided to residents included the Disaster Relief Program approving 3 applications. 7 applications were submitted to Mother's Trust Foundation, 7 Benefit Access applications were processed. 2 families were approved for Emergency Assistance and we have 15 current General Assistance participants.
- The Elf Network list is full with 50 families signed up. We are keeping a waiting list in case we are able to serve more families. The packing will take place on Saturday with the Santa's Helpers Group, thanks to Rick Delisle and Christ Community Church, Pastor Mike McDowell, Kathy Richards and so many other volunteers. Distribution will be on December 16 and 17.
- The ZB Quarterly has been mailed out and all residents should have received it in their mailboxes.
- Welcome Kim Whiteside to the ZT Team as our Community Outreach Liaison. Zion Township's Community Outreach Liaison (COL) has the responsibility to provide essential connective services to those who are unable to visit the office for services, especially the homeless.

## BOARD SPECIFIC ISSUES

- Zion Township is closed to walk-ins due to staff Covid-19 cases. All calls and emails are being answered and residents are being assisted during normal business hours.
- ALL financial assistance programs at Zion Township will be suspended from December 21 – January 4.
- All Township offices will be closed December 24, 25, 31 and January 1<sup>st</sup>.
- Supervisor Neal is submitting the Lev recommendations for approval.

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## COVID 19 – KEY RESOURCES

- ❖ Anyone needing financial assistance due to Covid-19, sign up for the Financial Capabilities Class through Community Partners for Affordable Housing at: <http://www.cpahousing.org/class-registration> as it is a prerequisite for receiving assistance.
- ❖ Abiding Love Food Pantry: Each Wednesday from 10am til 1pm at Christian Assembly of God Church, 2929 Bethel Blvd, Zion.
- ❖ North Point Church Food Pantry: Each Monday from 1:30-6pm at 900 N Lewis Ave. Winthrop Harbor.
- ❖ Lake County Complaint Line for Landlord and Business Issues: 847-377-8130.
- ❖ Mental Health Help:
  - ❖ Lake County Crisis Line Open 24/7: 847-377-8088
  - ❖ Nicasa – substance abuse, mental health & gambling problem: 847-546-6450 or <https://nicasa.org>
  - ❖ Text "TALK" to 552020